



Commercial Real Estate Alliance of Indiana - Secretary

Term: 1 year with automatic nomination to Treasurer/Chair-Elect/President/Immediate Past Chair (5-year total commitment)

Responsibilities:

- Attend all Board Meetings (four (4) per year, one via conference call, three in Indianapolis area)
- Attend Executive Committee meetings (monthly via conference call – except months with a Board meeting).
- Optional participation in ICRES Committee meetings.
- Become knowledgeable about the association.
- Attend Board meetings prepared and informed about issues on the agenda.
- Contribute to meetings by expressing one's point of view with the best interest of the association in mind.
- Actively participate in the board's annual evaluation and strategic planning efforts.
- Volunteer for and willingly accept assignments and complete them on time.
- Attend CREA events.
- Promote CREA/ICBR membership and events.
- Review financial statements.